



Job Posting

Position Title:

Audit Director

Reports To:

Dr. Kathleen Airhart, Deputy Commissioner and Chief Operations Officer

Location:

Tennessee Department of Education
710 James Robertson Parkway
Nashville, TN 37243

Position Description:

Responsible for directing the planning and organization of all internal financial compliance, program compliance, and operational audits for the Tennessee Department of Education. In addition, manages audit staff and serves as the department's designated external audit reviewer for the Tennessee Local Education Agencies and other subrecipients. Position is also responsible for coordinating the department's annual financial and operation risk assessment. Position is also responsible for conducting internal investigations related to allegations of financial or operational misconduct.

Specific Position Responsibilities:

- Assess, interpret, and report on compliance with state and federal laws, rules, regulations, policies and procedures, the efficiency and effectiveness of the implementation of programs, the implementation of proper internal controls, accounting and administrative controls, and make recommendations for changes in policy and procedures and internal controls.
- Establish and maintain important contacts with and interact directly with department executive staff, contractors, and State and Federal Officials, in resolving and correcting major problems uncovered in audits. Serve as the liaison between department staff and the Division of State Audit and other



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audit entities to facilitate financial, compliance and performance audits of the department and facilitate corrective action on any audit findings.

- Complete 30 medium-scope or equivalent audits/reviews annually. The types of audits/reviews conducted are membership/attendance audits, reviews of LEA compliance with State laws, rules, and regulations, subrecipient monitoring reviews, and/or internal audits of department operations as may be needed/assigned.
- Maintain and update the department's risk assessment and submit a copy along with Financial Integrity Act letter annually to Comptroller of the Treasury and Commissioner of F&A.
- Direct investigations related to allegations of fraud, waste, and abuse within the department. Provide educational information to department staff in informal and formal opportunities to help develop the understanding and using of sound business practices, particularly those that mitigate the risk of error and fraud. Report any misappropriation of state property or monies through employee malfeasance and misfeasance.
- Direct the preparation and maintenance of detailed and complex audit narrative reports prepared by audit staff. Direct the assignment, supervision, and evaluation of staff and their work; make decisions concerning employment, retention, demotion, dismissal, and other personnel actions. Administer office activities for continuous training and professional development to ensure staff have the skills and abilities to perform audit assignments and to meet the requirements of the Generally Accepted Governmental Auditing Standards.
- Direct special projects requested from the Deputy Commissioner or members of executive leadership. These could include a review for evaluating, developing, implementing, or testing new/existing programs, systems and procedures; or to evaluate the resources, processes, and outputs of a particular organizational unit or contractor.



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Qualifications:

Bachelor's degree in accounting, finance, or other business related field. At least five years of experience in accounting or auditing.

CPA, CISA, CIA, CFE certifications and/or MBA or law degree preferred.

Preferred skills and abilities include attention to detail, ability to work well under pressure, excellent written and oral communication skills, and proficiency with Microsoft Office software.

Successful candidate will exhibit the following:

- Excellence
- Optimism
- Sound Judgment
- Courage
- Teamwork

Salary and Benefits:

Salary is competitive and commensurate with qualifications. In addition, a [comprehensive benefits package](#) is included.

To Apply:

Please e-mail a cover letter, resume, and contact information for three professional references to sam.pearcy@tn.gov.

Pursuant to the State of TN's policy of non-discrimination, the Department of Education does not discriminate on the basis of race, sex, religion, color, national or ethnic origin, sexual orientation, age, disability, or military services in its policies, or in the admission of, access to, treatment, or employment in its programs, services, or activities.